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Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020023-5

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report -- Week Ending  
30 July 1976

1. Attitude Survey: As of 29 July, 1,976 responses from the employee attitude survey had been received, punched and verified. We now expect a slow rate of return until the overseas responses begin to arrive. Unless that response is disappointingly low, we now expect that the overall response rate will be from 65 to 75 percent.

2. Upward Mobility: Chief, Clerical Staffing Branch, reports that the visit to the Civil Service Commission last Friday was worthwhile. The CSC was pleased with our selection of Upward Mobility (hire the disadvantaged) candidates and reported they are doing well. In fact, two have passed the CSC typing test.

3. Minority Recruitment: Mr. James Peterson, EEO Coordinator for the University of Michigan, phoned us on 27 July to ensure our participation in their Minority Career Day Conference during the first week in November. CIA participated last year and we had two Summer Interns enter on duty as a result thereof. We are planning to return this year and to seek out minority engineers as well as potential career trainees. .

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4. Clerical Recruitment: The response to Employee Bulletin No. [ ] regarding clerical applicants has been prompt and worthwhile. During the first two days that the notice has been circulated, we have received 31 responses from Agency people recommending friends for clerical jobs.

5. Summer Interns' Interest: Eleven Summer Interns from this year's class of 50 have expressed interest in the Career Training Program. Interviews with the CT people have been scheduled for nine of these Interns. Five have expressed interest for assignment to the DDO under CTP auspices.

6. Proposed Change to Standardized Regulations: We are in receipt of a coordination request from the Allowances Staff, Department of State, which would amend the Standardized

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Regulations (Government Civilians, Foreign Areas). The legislative authority for this change was contained in P.L. 94-141, "Foreign Relations Authorization Act, Fiscal Year 1976," section 405 of which amended 5 U.S.C. 5924(2)(A) to read: "A transfer allowance for extraordinary, necessary, and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing himself at a post of assignment in - (A) a foreign area (including costs incurred in the United States prior to departure for a post of assignment in a foreign area) . . . ." (New material is underlined.) The proposed regulations provide up to 10 days subsistence to an employee and family in temporary quarters before they depart the U.S. on foreign transfer. Reimbursement of expenses is not to exceed 75 percent of the local per diem rate for employee and two-thirds of employee's rate for family members. Allowable costs include lodging, meals (including tips), laundry, cleaning and pressing, but do not include local transportation. These rates and conditions are the same as provided domestic employees in section 2-5.4c(1) of the Federal Travel Regulations for a comparable 10 days in predeparture temporary quarters. Approval of the proposed new regulations will make this benefit (for this 10-day period) uniform for all U.S. Government employees and thereby be consistent with the aims of the Inter-Agency Committee on Overseas Allowances and Benefits for U.S. Employees. It is expected that the change will be effective on 1 October 1976.

7. FLSA: Work continues by all Position Management officers on FLSA Phase II review. This includes the identification of positions requiring documentation, the evaluation of needed job descriptions from component personnel officers, and the review of such descriptions to determine FLSA status.

8. Rehired Annuitant: The following rehired annuitant case was terminated:

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                     -- Independent Contractor --  
Office of Security -- terminated 30 June 1976.

9. Shipment of Sand: Central Processing Branch recently arranged for the shipment of 838 pounds of household effects from Washington to Wisconsin for a recent resignee who was

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The shipment was in an export container and was moved by motor freight to Wisconsin for delivery to the residence. Upon delivery and opening, it was found that the container was filled with 838 pounds of sand. The owner was advised to file a claim with the Department for the lost household effects, which were apparently removed from the van prior to shipment and replaced with the sand.

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Coming Events:

1. We plan to continue preparation of retirement estimates for the Transition Quarter and FY 1977.
2. We will continue processing the employee attitude survey.

[Redacted Signature]

F. W. M. Janney

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